

Keyboard shortcut	Cell navigation
<i>Enter</i> / <i>Shift+Enter</i>	Moves focus down/up one cell (unless changed by user, as described in the following subsection).

Customizing the Enter key

You can choose the direction in which the *Enter* key moves the cell focus by going to **Tools > Options > LibreOffice Calc > General**. Use the first two options under Input Settings (Figure 14) to change the *Enter* key settings. Select the direction cell focus moves from the drop-down list. Depending on the file being used or the type of data being entered, setting a different direction can be useful. The *Enter* key can also be used to switch into and out of editing mode.

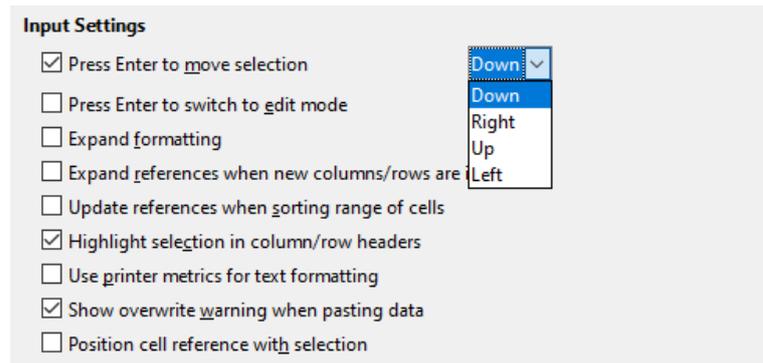


Figure 14: Customizing the Enter key

Selecting items in a spreadsheet

Selecting cells

Single cell

Left-click in the cell. You can verify the selection by looking in the Name Box on the Formula Bar (Figure 4).

Range of contiguous cells

A range of cells can be selected using the keyboard or the mouse.

To select a range of cells by dragging the mouse cursor:

- 1) Click in a cell.
- 2) Press and hold down the left mouse button.
- 3) Move the mouse around the screen.
- 4) Once the desired block of cells is highlighted, release the left mouse button.

To select a range of cells without dragging the mouse:

- 1) Click in the cell which is to be one corner of the range of cells.
- 2) Move the mouse to the opposite corner of the range of cells.
- 3) Hold down the *Shift* key and click.

To select a range of cells using Extending selection mode:

- 1) Click in the cell which is to be one corner of the range of cells.
- 2) Right-click in the Selection mode field on the Status Bar (Figure 5 on page 19) and select **Extending selection**.